

Thank you for your interest in one of our homes.

Outlined below are the items necessary to process your application:

1. Completed Rental Application from all adults (persons 18+ years of age) leasing the home.
Note: Application Fees are \$40.00 per adult (\$20 Credit Report & Tenant Performance Report plus \$20 Administrative Costs)
2. Proof of Income:
Last three (3) pay check stubs with your year to date earnings or
Income Tax Return or W2's, and/or Letter from employer for new employment
SSI Certificate or
SDI Certificate
If Self-Employed: Copy of your last two (2) years Income Tax Returns and
current year's Income Reports (ex. P & L Receipts, etc.)
3. Copy of all occupants Driver's License

Our Resident approval criteria are the following:

1. Your household gross income must be at least three times the monthly rent.
2. Verifiable rental history of at least one year in good standing.
(Prior eviction(s) or unlawful detainer(s) will not be accepted.
3. Verifiable work history of at least one year in good standing.
4. Credit history in good standing.

YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THE CORRECT FUNDS AND ALL REQUIRED DOCUMENTATION ATTACHED.

Condition of Move-in:

1. Hours for lease signing are Monday through Friday 9:00am to 5:00pm; Saturday by appointment only.
2. All utilities and garbage accounts, where applicable, must be transferred into the resident's name as of the date of possession.
3. Security/ Damage Deposit and first month's rent are to be paid before keys are provided. (Daily rate will be charged if keys are delivered prior to date of lease/rental agreement.)
4. Most properties do not allow pets and are non-smoking properties. Please inquire prior to submitting your application.

RENTAL APPLICATION

PROPERTY ADDRESS: _____
Applicant Name _____ Date of Birth: ____/____/____
Social Security No. _____ - _____ - _____
Auto Yr: _____ Make: _____ Model: _____ Color: _____
Drivers License No. _____ State _____ Exp _____
Home Phone: (____) _____ Work: (____) _____ Cell: (____) _____
Email Address: _____
Present Address: _____
City: _____ State: _____ Zip Code: _____
Own/Rent \$ _____ Dates: From ____/____/____ To ____/____/____
Notice Given to Owner/Mgr.? _____ Reason For Leaving: _____
Owner/Agent/Manager Name: _____ Phone Number: (____) _____
Previous Address: _____
City: _____ State: _____ Zip Code: _____
Own/Rent \$ _____ Dates: From ____/____/____ To ____/____/____
Notice Given to Owner/Mgr.? _____ Reason For Leaving: _____
Owner/Agent/Manager Name: _____ Phone Number: (____) _____
Spouse's Name: _____ Phone: _____
Name/s and ages of Children: ____/____/____
Pets-No. _____ Breed: _____

EMPLOYMENT

Present Employer: _____ Dates From ____/____/____ To ____/____/____
Address: _____
City: _____ State: _____ Zip Code: _____
Work Phone: (____) _____
Job Title/Rank: _____ Supervisor: _____
Number of Hours per week: _____ Circle: Full Time / Part Time / On Contract Gross Monthly Salary: \$ _____
Previous Employer: _____ Dates From ____/____/____ To ____/____/____
Address: _____
City: _____ State: _____ Zip Code: _____
Work Phone: (____) _____
Position: _____ Supervisor: _____
Number of Hours per week: _____ Circle: Full Time / Part Time / On Contract Gross Monthly Salary \$ _____
Other Income: _____ Source: _____
Alimony: \$ _____ Paying Child Support: \$ _____ Paying
\$ _____ Receiving \$ _____ Receiving

BANK INFORMATION

Name: _____ Address: _____

Checking Acct. # _____ Savings Acct. # _____

Credit Cards/Charge Accounts: _____ Payment: _____ Balance: _____

Credit Cards/Charge Accounts: _____ Payment: _____ Balance: _____

Loan Type: _____ Payment: _____ Balance: _____

Loan Type: _____ Payment: _____ Balance: _____

Please use reverse side of application if needed for additional Credit Card/Charge Accounts and/or Loan Information.

Personal References:

Name: _____ Home Phone: (_____) _____

Address: _____

Name: _____ Home Phone: (_____) _____

Address: _____

IN CASE OF EMERGENCY

Closest Relative (Not listed as Personal Reference or living with Applicant) _____

Relationship _____

Address: _____

Home Phone: (_____) _____

Have you ever been evicted or unlawful detainer filed against you? Yes _____ No _____

Have you ever filed for bankruptcy? Yes _____ No _____

Have you ever been convicted of a felon or misdemeanor? Yes _____ No _____

If you answered YES to any of the above questions, please explain on the back of this form.

Applicant understands and agrees that no water furniture will be accepted in the premises and no water furniture will be brought to the premises. If applicant is approved for occupancy, Applicant agrees to purchase Renter's Insurance prior to taking possession of the premises. Utilities must be transferred into applicants name prior to taking possession of the property.

Applicant represents that the above information is true and correct and authorizes investigation and verification thereof.

The applicant hereby gives **ELITE REALTY GROUP**, and its authorized agents, permission to utilize all of the above information to approve or disapprove this application for residency and accepts all conditions stated on this application for residency.

Application Fees are \$40 per adult and are disbursed as follows:

\$20 Cost of Credit Report and Tenant Performance Report (U.D. Search) and \$20 for Administrative costs.

By signing this application you have certified that the above stated information is correct and is completed to its entirety.

Date

Applicant Signature

Elite Realty Group

5001 N. Dixie, Suite 104
Elizabethtown, Kentucky

RENTAL VERIFICATION

The undersigned has applied for a property with Elite Realty Group. As part of the application approval process we would appreciate you taking the time to answer the questions below. Any additional information you might provide to further assist the application process would be most appreciated (**this form must be filled out by the landlord**).

RESIDENT NAME: _____

SS# (Last four): _____

ADDRESS: _____

LEASED FROM: _____ TO: _____

HAS RESIDENT/S GIVEN PROPER NOTICE?: _____

IS RENTAL ACCOUNT SATISFACTORY?: _____

IS ACCOUNT IN ARREARS?: _____

IF YES, BALANCE DUE: _____

NUMBER OF LATE PAYMENTS: _____

HAVE YOU HAD TO FILE UNLAWFUL DETAINER?: _____

LEASE VIOLATIONS DURING RESIDENCY: _____

WOULD YOU RECOMMEND?: _____

ADDITIONAL INFORMATION: _____

INFORMATION PROVIDED BY: _____

.....
BY SIGNING THIS FORM PERMISSION IS GRANTED TO SUPPLY THIS INFORMATION

APPLICANT

APPLICANT

DATE

DATE

We appreciate your assistance in this matter. If you have any questions, please feel free to contact us.

PLEASE CALL OR FAX TO ELITE REALTY GROUP

Phone# (270) 765-6565

Fax# (270) 982-5553

Sheri McFarlane
Property Manager

Date

Elite Realty Group

5001 N. Dixie, Suite 104
Elizabethtown, Kentucky

EMPLOYMENT and INCOME VERIFICATION

The undersigned has applied for a property with Elite Realty Group. As part of the application approval process we would appreciate you taking the time to answer the questions below. Any additional information you might provide to further assist the application process would be most appreciated (**this form must be filled out by the employer**).

APPLICANT NAME: _____

SS# (Last four): _____

EMPLOYMENT DATE: _____

HOURS PER WEEK: _____

HOURLY WAGE: _____

MONTHLY SALARY AMOUNT: _____

ADDITIONAL INFORMATION: _____

INFORMATION PROVIDED BY: _____

SIGNATURE: _____

.....
BY SIGNING THIS FORM PERMISSION IS GRANTED TO SUPPLY THE REQUESTED INFORMATION

APPLICANT

APPLICANT

DATE

DATE

We appreciate your assistance in this matter. If you have any questions, please feel free to contact us.

PLEASE CALL OR FAX TO ELITE REALTY GROUP

Phone# (270) 765-6565

Fax# (270) 982-5553

Sheri McFarlane
Property Manager

Date